

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD JULY 1, 2004 - JUNE 30, 2005**

COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS

2005 JUL 18 PM 4: 47

THOMAS J PASTUSZKA
CLERK OF THE BOARD
OF SUPERVISORS

1. DEPARTMENT/COURT INFORMATION:

Department/Court: **Animal Services**

Division/Unit: **Administration**

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEERS (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.: 226	Hours: 16,144	x	\$17.55	=	\$283,327.00
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Types of work performed by GENERAL VOLUNTEERS in this category:

Volunteers exercise and train dogs; interact with cats and keep them socialized; clean dog and cat kennels; work in the Medical Center as assistants to registered veterinary technicians and veterinarians (holding animals, cleaning instruments and work areas, helping with treatments and procedures); conduct administrative duties such as inputting information into the computer for medical personnel, submitting Pet of the Week information to various publications, keep photos updated in the DAS website, make up adoption flyers for display to showcase adoptable animals, keep forms and reports volunteers use updated daily; groom dogs and cats; work as a Greeter to assist the public in the shelter; work public education booths in community events.

- b. INSTITUTIONAL VOLUNTEERS (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.: 8	Hours: 312	x	\$ 17.55	=	\$5,476.00
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Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

Scrubbed kennels, washed windows and vehicles, washed dishes and did laundry. Also cleaned up the grounds and facilities and conducted general clean up in corrals.

- c. **SPECIALIZED VOLUNTEERS** (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity). These specialized positions have verifiable compensation levels (VCL). If you have such a volunteer, please indicate the position, hours and compensation level below.

<u>Position</u>	<u>Hours</u>	x	<u>VCL</u>	=	<u>Dollar Benefit</u>
Adoption Counselor	3138	x	\$10.00	=	\$31,380.00
Behavioral Evaluator	455	x	\$11.86	=	\$5,396.00

No. Vol: 3	Total Hours: 3,593	Total Value	\$36,776.00
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Types of work performed by SPECIALIZED VOLUNTEERS in this category:

Adoption Counselors assisted the public with adoptions, conducted interactions between potential adopters and dogs and cats, assisted staff in conducting evaluations, contacted breed placement groups and partnership shelters to facilitate adoptions. Behavioral Evaluators evaluate behavior of dogs in the shelter to determine if the dogs exhibit any dangerous or unsafe behaviors that could pose a threat to the public.

- d. **TOTALS OF DEPARTMENT VOLUNTEERS** (from above):

	<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
2a:	226	16,144	\$283,327.00
2b:	8	312	\$5,476.00
2c:	3	3,593	\$36,776.00

TOTALS:	237	20,049	\$325,579.00
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3. **DONATIONS TO VOLUNTEER PROGRAM:**

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, airtime, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

<u>Item Donated</u>	<u>Value</u>	<u>Item Donated</u>	<u>Value</u>
<u>None</u>	\$		\$
	\$		\$

TOTAL VALUE \$None

4. **VOLUNTEER PROGRAM COSTS:**

- a. Cost of direct supervision of volunteers (total hours of direct supervision times hourly rate of staff person(s) directly supervising program volunteers.

Hours 2,920 x Rate \$19.88 =

\$ 58,050.00

- b. Cost of program coordination (total hours of program coordination times hourly rate of coordinator(s)). This section should include coordination of staff, compiling statistics, job description preparation, volunteer placements and recognition, etc.

Hours 1920 hrs x Rate \$23.83 =

\$ 45,754.00

- c. Other program costs (volunteer training materials/supplies, recognition costs, etc.):

<u>Item</u>	<u>Cost</u>
Volunteer Recognition	\$1,793.00
Office Supplies	\$2,204.24
Training and Program Supplies	\$1,195.04

TOTAL OF OTHER PROGRAM COSTS

=

\$ 5,192.28

- d. TOTAL OF VOLUNTEER PROGRAM COST =
(add 4a, 4b, and 4c)

\$ 108,996.28

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

trained volunteers can now assist with Behavioral Evaluations, freeing up one paid staff member during the Behavior Evaluation sessions.

I've added more training classes for Volunteers, including Behavior Assessment, canine behavior workshops, Canine ID and courses from the American Red Cross for Pet First Aid and CPR.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2005-06:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Developing a Dog Walking program at the North Shelter and organize the North Volunteers better. I want to spend more time at the North Shelter working with the volunteers. This includes providing more training, more one-on-one contact and developing procedures and programs for the new North County Shelter that will benefit the volunteers and the animals we shelter.

I want to continue with polishing up recruitment and training for new volunteers and get them on board faster and more efficiently throughout the year.

Another goal would be to get volunteers trained and on a master call-out list for disaster response. We do have a wealth of experience in the volunteer program and we can use our volunteers to help with high animal impound rates during disasters, assist with animal rescues and work at the command posts.

9. **GENERAL INFORMATION:**

Name of Person Completing Report: Heidi Burke
Phone Number: 619-767-2611 Mail Stop: H-39
E-Mail: Heidi.Burke@sdcounty.ca.gov

Volunteer Coordinator: Same as above

10. **DEPARTMENT CERTIFICATION:**



DEPARTMENT HEAD SIGNATURE

DATE

7-15-05